

PAD			
CHIEF			PAD 74/62
DEPUTY			8 June 1962
NPIC			
SEC			

MEMORANDUM FOR: Executive Director, NPIC
 FROM: Chief, CIA/PAD
 SUBJECT: PAD Capability for Independent Work on a Second Shift Basis

1. PAD has the capability for independent work on a second shift in accomplishing departmental work. Nationally, the question would involve all participants in PAG and requires an answer from NPIC. Second shift work would primarily pose a problem for NPIC support elements in that they would receive so much work whether working with the PI on a second shift or catching it all on one shift.

2. It is believed that a second shift is not the answer to our problem--at least as far as the PI is concerned. Lack of space would not dictate a second shift. In fact, it is felt that a second shift only would add to current difficulties, e. g., promoting and maintaining close liaison with requestors, requirement processing, administration, etc.

3. It is recommended that a re-evaluation and possible readjustment of concepts and procedures at NPIC would probably eliminate all thought of a second shift. Such re-evaluation should include:

- A. The MCI (See PAD Memo to Director, NPIC, TCS-11751-62-KH, dated 9 April 1962)
- B. Detailed Plotting: Is this necessary and does its value and use justify tying up so many people in producing it--plotters, draftsmen, reproduction, etc?
- C. Target Briefs, Information Retrieval:
 (See NPIC/D-68-62, dated 16 May 1962)
 Is it necessary to update 1000 target briefs and produce 1000 new target briefs, etc? Is the backlog in information retrieval realistic and required in support of a much smaller backlog throughout the rest of NPIC?

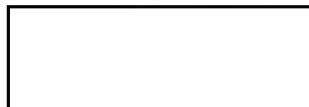
4. In summary:

- a. PAD could work an independent second shift.
- b. Such a step would only require more work from NPIC support elements whether on one or two shifts.

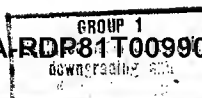
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- c. We do not feel that a second shift is needed or justified for the PI.
- d. We believe the answer to the Center's ills will be found by drastically re-evaluating and readjusting NPIC concepts, and formats, of such items as the present MCI.



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MEMORANDUM FOR: Chief, CIA/PAD(NPIC)
FROM: Chief, ABCB/PAD
SUBJECT: Comments on Double Shift

DATE: 7 June 1962

1. A double shift capability would greatly aid in increasing P.I. production effort. However, considering our present on-board complement this system has little to support it. Keeping pace with projects requires more analysts. Unless recruiting results change rapidly production will still be handicapped by lack of people needed to do the work.

2. A procedure applied successfully before is to utilize our analysts presently available in an overtime program of sixteen hours a week divided among two nights of 4 hours each and a full day Saturday. This would insure immediate results and the tremendous asset of experienced PI's.



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